

DRESS FOR SUCCESS ~
THE MAKINGS OF A GREAT FIRST IMPRESSION.
Appropriate attire for your interview.



CONSIDER THE FOLLOWING WHEN DECIDING WHAT TO WEAR TO YOUR INTERVIEW:

- ◆ You really never do get a second chance to make a good first impression.
- ◆ In every job interview, you are going to be judged -- at least partially -- by how you look.
- ◆ By investing some time and money in creating a suitable interview wardrobe, you will invite others to easily invest back in you.

DRESS FOR THE INDUSTRY

The latest styles for women and men may call for tight-fitting designs that reveal or show off well-toned bodies, but those looks are still more appropriate for free time than for work hours.

How you should look varies depending on your industry and the job you're interviewing for. Take a look at general interview attire expectations for eight career areas:

◆ **Technology**

If you are applying for a **technical** position, you won't need a suit. A shirt and khakis or slacks would work. Same goes for women -- sweater or blouse and slacks or a skirt. Upgrade your attire if you're interviewing for a higher-level job. Dress in the best clothes you have. No exceptions.

◆ **Finance**

If you're interviewing for a **finance job**, remember that "nothing is more precise and exact than managing money." You cannot afford to have a hair out of place. Full business professional attire is required and expected.

◆ **Government**

At an interview for a **government job**, don't be flashy. This is a time to show you're responsible, trustworthy and honest. A bit of color is OK, whether you're a man or a woman. Be conservative with jewelry, makeup and hairstyles. Be conservative overall.

◆ **Human Resources**

If you're interviewing for an **HR job**, you must look professional and authoritative. You'll need the look that you could handle any crisis and be dependable.

◆ **Sales**

Typically, a suit is the uniform for a **sales** interview. You might be able to go with bolder designs and colors. The product or service you're representing will determine how classic versus trendy/fashionable you should be.

◆ **Automotive**

Here's an exception where a potential employer will understand if you have a little dirt or grease under your nails. You still want to look as neat as possible, but a suit is probably not necessary. That is, unless you're interviewing at a high-end dealership. In that case, dress up a bit more.

◆ **Hospitality**

Image is particularly critical in the **hospitality** industry. A suit is appropriate for some positions but not always a must. You're representing the company, and you may be the first person seen.

◆ **Trades**

Appropriate attire for an interview for a **trades job** is business casual. For men, this might be a nice pair of Dockers and a buttoned shirt, along with well-kept and polished shoes. The same goes for women -- nice slacks and a professional business top.

Women

Men

Clothes

- Professional positions: suit
- Non-professional positions: jacket over nice blouse or shirt and skirt or pants on bottom
- Make sure your:
 - **Top** has sleeves and covers any cleavage
 - **Skirt** covers your thighs when you sit
 - **Pantyhose** are nude or black if worn (ask HR if you are unsure what the policy is)
- Stick to dark blue, black, brown or white for your interview outfit

Shoes

- Wear sensible brown or black shoes
- Heels should be only 1" – 2", or a ballet flat
- Shoes should cover most of your foot

Jewelry

- Wear minimal jewelry – one of each kind (earrings, bracelet/watch, necklace) should suffice

Hair, Makeup and Accessories

- Hair should be naturally colored
 - Dye hair several days before the interview
- Makeup should be natural and no more than what you wear on a daily basis
- Nail polish should be neutral and freshly applied
- A small, conservatively colored purse or portfolio is acceptable

- Professional positions: suit
- Non-professional positions: jacket over pressed cotton shirt and dress pants
- Make sure your:
 - **Shirt** has a collar
 - **Tie** is conservatively patterned or solid
 - **Socks** match your suit or shoes (**never** wear white athletic socks)
- Stick to dark blue, black or dark gray for your interview outfit

- Wear brown or black pointed-toe shoes that match your suit or pants
- Belts should match your shoes
- Remove earrings before the interview

- Have your hair professionally cut several days before the interview
 - Dye your hair several days before the interview if it isn't a natural color
- Store any extra materials for your interview in a leather portfolio or briefcase

For Both Sexes

- Avoid wearing perfume, cologne or anything with a strong scent in case your interviewer is allergic
 - Absolutely **do not smoke** around your interview clothes OR before the interview
 - Most people do not find the smell of stale cigarettes pleasant!
 - Leave your cell phone in your car
 - If you must bring it to the interview with you (not recommended), make sure it is on **silent** (not vibrate)
 - Cover any visible tattoos with concealer
 - Remove any facial jewelry before the interview
 - Nails should be clean and neatly trimmed for your interview
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